



COUNTY OF MAUI
DEPARTMENT OF PLANNING
2200 MAIN STREET, SUITE 619
WAILUKU, HI 96793
(Office) 270-8205
email: planning@mauicounty.gov

MAUI REDEVELOPMENT AGENCY
APPLICATION (MRA)

I. SOURCES OF AUTHORITY

The source of authority for a **Maui Redevelopment Agency (MRA) Application** is listed below:

- Act 379, Hawaii Session Laws 1949;
- Hawaii Revised Statutes, Subsection 53-2 (1985);
- Ordinance 1859 (1989);
- Maui County Code Subsection 2.40.050;
- Wailuku Redevelopment Plan (Resolution No. 00-151);
- Rules of Practice and Procedure for the Maui Redevelopment Agency for the County of Maui (Section 12-701-72);
- Wailuku Redevelopment Area Zoning and Development Code (WRAZ&D), dated September 2002;
- Wailuku Redevelopment Area Design Guidelines

Copies can be obtained at the Department of Planning at 2200 Main Street, Suite 619 in Wailuku. A PDF fillable version of this application may also be downloaded from the [Planning Department, Permit and Development Applications](#), portion of the County's website at, www.mauicounty.gov.

II. PURPOSE

The MRA is intended to preserve the integrity of the Wailuku Redevelopment Area. The MRA Application ensures significant historic buildings are protected and new construction is architecturally compatible. Applications for the construction, demolition, relocation, and modification of buildings and structures within the Wailuku Redevelopment Area may be approved administratively or by the MRA, depending on the nature of the project.

Please complete this application if you are proposing a project within the Wailuku Redevelopment Area that requires an Administrative Review Permit (MRAA), MRA Use Permit (MRAU), Variance (MRAV) or Design Review Approval (MRAD), pursuant to the Wailuku Redevelopment Area Zoning and Development Code, dated September 2002.

III. APPLICATION CONTENTS

This assessment packet contains the following documents or links to the following documents:

1. Sources of authority, purpose, application contents, processing procedures, and public hearing requirements (pp. 1-2)
2. MRA Application Checklist (pp. 3-4)
3. MRA Application (p. 5)
4. Notice of Public Hearing (p. 6)
5. Notarized Affidavit of Mailing of Notice of Public Hearing (p. 7)

IV. PROCESSING PROCEDURES

There are four different types of application processes:

1. Administrative Review Permit (MRAA), which is decided upon by the Planner Director. The Director can forward the application to the MRA if the applicant submits a written request upon application submission. The Director can also forward it to the MRA when broader public review is warranted, pursuant to Section 30.16.060 of the WRAZ&D.
2. MRA Use Permit (MRAU), which requires final determination from the MRA, following a public hearing, in accordance with Section 30.16.060 of the WRAZ&D
3. Variance, which requires final determination from the MRA, subsequent to a public hearing, in compliance with Section 30.16.060 of the WRAZ&D.
4. Design review, which will be subject to application content requirements of Section 30.16.040 of the WRAZ&D and is to be processed in accordance with Title 30.17 of the WRAZ&D.

FOR ARP and Design Review applications:

1. Applicant submits application to the Planning Department.
2. Planning Department staff review application submittal.
3. The Planning Director acts upon the application.

If final determination by the MRA is required

4. Planning Department transmits the application to reviewing agencies, provided that the application is adequate and no additional information is required.
5. Upon review of agency comments, a public hearing is scheduled for MRA to review and act upon the request.
6. The MRA reviews and acts upon the application.

V. PUBLIC HEARING REQUIREMENTS BEFORE THE MRA PUBLIC HEARING DATE

The **Applicant** is responsible for the following public hearing requirements **(for MRA Use Permit and Variance applications only)**:

1. Mail **Notice of Public Hearing** by certified mail, return receipt requested, to owners adjacent to and across street at least 30 calendar days prior to the MRA hearing.
2. Submit certified mail return receipts and **Notarized Affidavit of Mailing of Notice of Public Hearing** to the Department at least 10 business days prior to the public hearing.
3. Publish the **Notice of Public Hearing** once at least 30 days prior to the public hearing, in a newspaper printed and issued at least twice weekly in the County and which is generally circulated throughout the county.

MAUI REDEVELOPMENT AGENCY APPLICATION CHECKLIST

Please submit one (1) copy of each of the following application requirements. Please number all documents and arrange them in the order they are listed below.

- 1. Completed **Maui Redevelopment Agency Application Checklist** (this page)
- 2. Completed **Maui Redevelopment Agency Application** form (p. 4)
- 3. Completed **Zoning and Flood Confirmation Form** (p. 8)
- 4. Evidence that the applicant is the owner or lessee of record of the real property. It may be through **Recorded Warranty Deed or Real Property Tax Records**
- 5. A **notarized letter of authorization** from the legal owner, if the applicant is not the owner.
- 6. A **location map** identifying the site, adjacent roadways, and identifying landmarks (8 ½" x 11" format).
- 7. A **site plan** of the project.
- 8. A proposed **project description**, including the following:
 - a) **Narrative description** of what is being proposed, why it is being proposed, and the project schedule;
 - b) **Preliminary scaled drawing** showing project location, size, shape, materials and colors of proposed uses, structures and signs.
- 9. **Photographs** of the site and surrounding area.

For MUP & Variance only:

- 10. **List of landowners and recorded lessees** of real property abutting the subject parcel and across the street. This list should be obtained from the most current available list at the Maui County Department of Finance, Real Property Division. This list should include the Tax Map Key number and the names and addresses of all owners and lessees to be notified, including a map drawn to scale, clearly defining the adjacent parcels affected.
- 11. Copies of all previously **approved building permits and violation notices** for the subject parcel that applicants are aware of or have in their possession.
- 12. Signed **Notice of Public Hearing**. Please fill out the starred (*) portions at the top, as well as the bottom, and sign the form (p. 6)
- 13. A non-refundable **filing fee**, payable to *County of Maui, Director of Finance*. See [Fee Schedule, Table B](#) Other Permits and Approvals. The current fee schedule is available at the Department of Planning, or at the Department of Planning section of the County of Maui website under "Development Permits, Applications & Reviews" www.mauicounty.gov.

For Design review:

- 1. Copies of material, door, window and roofing **specifications**. Paint colors, fencing types, lighting specifications and a landscape plan with planting materials identified.

MAUI REDEVELOPMENT AGENCY APPLICATION CHECKLIST

For Variance Applications only (please submit items 1-13 above, as well as the following):

- 1. The **nature** of the variance requested;
- 2. The **reasons** for the variance request, citing the review criteria for variances in WRAZ&D 30.16.080;
- 3. The specific **ordinances, rules, or regulations** which prevent the reasonable use of the subject property;
- 4. An analysis of **what impact granting of the variance would have on the essential character of the neighborhood and surrounding properties**;
- 5. **All correspondence** among the MRA, Director, and other governmental agencies that relate to the subject variance.

Other Information That May Be Required by MRA or Planning Director:

- 1. Floor plans, drawn to scale, of existing buildings.
- 2. Architectural plans, drawn to scale of at least 1/8" = 1', including site plans, floor plans, sections and elevations, exterior finish schedule, and any other detailed plans that may be necessary to completely identify the scope and design of the project. The plans shall identify the building materials, color scheme, exterior lighting and graphics, mechanical equipment and landscaping included in the project.
- 3. Required off-street parking.
- 4. Description of future project expansions or additions.
- 5. Identification of all meetings held between the applicant and any community organization that may be impacted by the applicant's request, the issues raised at these meetings, and any measures proposed by the applicant to resolve or mitigate these issues.
- 6. Operation and management of the proposed use including, but not limited to, number of employees and hours of operation.
- 7. Location(s) and plans for all signs that are to be constructed or maintained in connection with the project or businesses which may occupy the property.
- 8. Other information, as needed, to assess the application.

MAUI REDEVELOPMENT AGENCY APPLICATION

Please print legibly or type in the information below.

PROPERTY ADDRESS/PROPERTY INFORMATION		
Name of Project (if not provided, applicant's name will be used):		
Tax Map Key: (2)	Total Lot Area:	Year Built:
Physical Address/Project Location:		
DESCRIPTION OF PROPOSED ACTIVITY OR DEVELOPMENT		
<p>Written description of the proposed action shall include, but not be limited to: use, length, width, height, depth, building material(s), and statement of objectives. Attach additional sheets, if needed.</p> <p><u>Describe the Existing Use:</u></p>		
<p><u>Describe the Proposed Action:</u></p>		
Valuation*:	Building Permit No.: (if applicable)	
<p><small>*Total cost or fair market value, as estimated by an architect, engineer, or contractor licensed by the Department of Commerce and Consumer Affairs, State of Hawaii; or, by the administrator of Department of Public Works, Development Services Administration.</small></p>		
Applicant Information		
Applicant Name(s):		Email:
Mailing Address:		
Phone Number(s):	bus	hm
	cell	fax
Signature(s):		
Owner Information		
Owner Name(s):		Email:
Mailing Address:		
Phone Number(s):	bus	hm
	cell	fax
Signature(s):		
Consultant Information		
Contact Name(s):		Email:
Mailing Address:		
Phone Number(s):	bus	hm
	cell	fax
Signature(s):		

NOTICE OF PUBLIC HEARING

*DATE: _____

*TO: _____
(Owner/lessee of record)

Please be informed that the undersigned has applied to the Maui Redevelopment Agency of the County of Maui for a

(Type of approval being sought)

*a. Project Name: _____

*b. Street Address of Property: _____

*c. Tax Map Key No.: _____ *d. Area of Parcel: _____

*e. WRAZ&D Zoning Designation: _____ *f. CP Designation: _____

*g. Brief Description of the Request, Including the Existing and Proposed Uses: _____

*h. Ordinance(s) or Rules Affecting the Request: _____

TO BE COMPLETED BY THE DEPARTMENT OF PLANNING:

MRA Public Hearing Date: _____

Time: _____

Place: _____

Attached please find a map identifying the location of the specific parcel(s) being considered in the request for **Maui Redevelopment Agency** approval.

Petitions to intervene shall be in conformity with Subchapter 5 (Interventions), of the Rules of Practice and Procedure for the Maui Redevelopment Agency. Filing of all documents to the Agency is c/o the Maui County Planning Department, 2200 Main Street, Wailuku, Maui, Hawaii 96793.

The computation of time begins with the day following the act, event, or default, and includes the last day of the period unless it is a Saturday, Sunday or legal State holiday in which event the period runs until the end of the next day which is not a Saturday, Sunday or State holiday.

Testimony relative to this request may be submitted in writing prior to the hearing to the Maui County Planning Department, 2200 Main Street, Wailuku, Maui, Hawaii, 96793, or presented in person at the time of the meeting.

Information relative to the application is available for review at the Planning Department, 2200 Main Street, Suite 619, Wailuku, Maui, Hawaii; telephone (808) 270-8205, or presented in person at the time of the meeting.

*Name of Applicant

*Signature

*Address

()

*Telephone Number

NOTARIZED AFFIDAVIT OF MAILING OF PUBLIC HEARING

_____, being first duly sworn, on oath,
deposes and says:

1. Affiant is the applicant for Maui Redevelopment Agency approval for land situated at _____, TMK: (2) _____.
2. Affiant did on _____, _____, deposit in the United States mail, postpaid, by certified or registered mail and delivery to addressee, a copy of a Notice of Public Hearing and location map, a copy of which is attached hereto as "Exhibit A" and made a part hereof, addressed to each of the persons identified in the list of recorded owners and lessees identified as "Exhibit B," attached hereto and made a part hereof.
3. Thereafter, there was returned to the Office of Affiant, the United States Post Office certified or registered mail receipts and return receipts, which are attached hereto as "Exhibit C" and made a part hereof.

Further, Affiant sayeth naught.

Subscribed and sworn to me before me
this _____ day of _____,
_____.

[Stamp or Seal]

Notary Public, State of Hawaii

Print Name: _____

My commission expires: _____

NOTARY PUBLIC CERTIFICATION

Doc. Date:	_____	# Pages:	_____
Notary Name:	_____	Judicial Circuit:	_____
Doc. Description:	_____ _____ _____		
Notary Signature:	_____		
Date:	_____		

[Stamp or Seal]